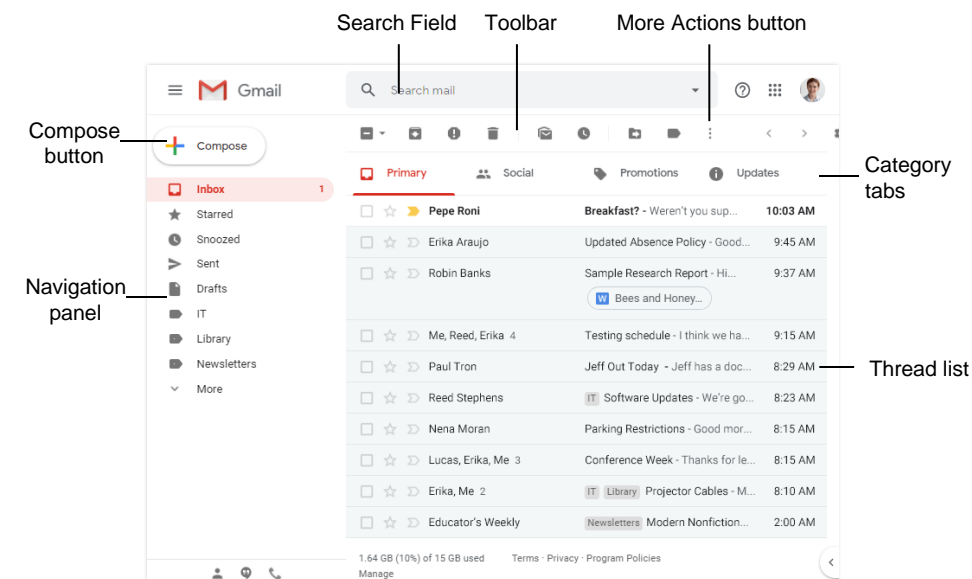




The Gmail Inbox



Keyboard Shortcuts

General

- Compose new email..... **c**
- Compose in a new tab **d**
- Search mail..... **/**
- Open More Actions menu **.**
- Open Move To menu **v**
- Open Label As menu **l**
- Keyboard shortcut help..... **?**

Navigation

- Go to Inbox **g** then **i**
- Go to Starred **g** then **s**
- Go to Sent **g** then **t**
- Go to Drafts **g** then **d**
- Go to All Mail **g** then **a**
- Go to next page..... **g** then **n**
- Go to previous page..... **g** then **p**
- Back to thread list **u**
- Go to next inbox section **~**
- Go to previous inbox section **~**

Selection

- Move selector newer (up) **k**
- Move selector older (down) **j**
- Select a conversation **x**
- Select all conversations *** then a**
- Deselect all conversations *** then n**
- Select read conversations *** then r**
- Select unread conversations... *** then u**
- Select starred conversations... *** then s**

Actions

- Open conversation **o** or **Enter**
- Reply..... **r**
- Reply all **a**
- Reply in a new window..... **Shift+ r**
- Reply All in a new window **Shift+ a**
- Forward..... **f**
- Archive..... **e**
- Delete..... **#**
- Mute conversation..... **m**
- Report spam..... **!**
- Toggle star **s**
- Mark as read **Shift+ i**
- Mark as unread **Shift+ u**
- Mark as important **+ or =**

View Your Email

Open an Email: Click an email in the inbox.

Return to the Inbox: While viewing an email, click the **Back to Inbox** button on the toolbar.

Open an Email in a Separate Window: Click an email in the inbox to open it, then click the **In new window** button.

Toggle Read Status: While hovering your mouse over an email in the inbox, click the **Mark as Read** or **Mark as Unread** button. Or, select emails by checking their checkboxes, then click the **Mark as Read** or **Mark as Unread** button on the toolbar.

Change Inbox View: Click the list arrow next to the Inbox label in the Navigation panel, then select another view from the menu.

- Default** sorts emails into categories, then displays them in chronological order.
- Important First** will display emails that Gmail thinks are important at the top of the inbox.
- Unread First** will display unread emails at the top of the inbox.
- Starred First** will show starred emails at the top of the inbox.
- Priority Inbox** will show unread and important emails first, then starred emails, then the rest of your emails.

Print an Email: Click an email in the inbox to open it, then click the **Print** button.

View Email Categories: While using the Default inbox view, click a category tab at the top of the inbox.

- Primary** displays emails sent directly to you and other conversations you have with other people.
- Social** displays notifications for messages on social networks.
- Promotions** displays marketing emails.
- Updates** displays automatically generated update emails, such as bills, receipts, and shipping notifications.
- Forums** displays messages from discussion boards and mailing lists.

Enable or Disable Category Tabs: Click the **Settings** button in the inbox, select **Configure Inbox**, then check and uncheck check boxes for the categories you want to add or remove.

Search for Help: Click the **Support** button at the top of the screen. In the Help window, you can search for a topic, view select popular topics, or browse through all the available articles.

Compose and Send Email

Compose a New Email: Click the **Compose** button at the top of the left pane. Enter the email addresses for your recipients in the **To** field. Enter a subject in the **Subject** field. Write a message in the main text field, and then click **Send**.

Add Cc and Bcc Recipients: While composing an email, click the **Cc** or **Bcc** link in the To field. Add recipients' email addresses to the **Cc** or **Bcc** fields.

- Use **Cc** (carbon copy) to send a copy of the email to someone who may be interested in it but is not a primary recipient.
- Use **Bcc** (blind carbon copy) to send a copy to someone without other recipients knowing, or to send a copy out to many people while keeping everyone's email address private.

Reply to an Email: While viewing the email you want to reply to, click the **Reply** button below the message. Enter a message, then click **Send**.

Reply All to an Email: While viewing the email you want to reply to, click the **Reply All** button below the message. Enter a message, then click **Send**.

Forward an Email: While viewing the email you want to forward, click the **Forward** button below the message. Enter a message to accompany the forward if you would like, then click **Send**.

Expand the New Message Window: While composing an email, click the **Full-screen** button. Click the **Exit Full-screen** button to go back to the small New Message window.

Format Message Text: Expand the New Message window to full-screen, or click the **Formatting Options** button. Select the text you want to format, then use the options on the Formatting Options toolbar to format the text.

Attach a File: While composing an email, click the **Attach files** button, then select a file from your computer and click **Open**.

Attach a File from Google Drive: While composing an email, click the **Insert Files using Drive** button, then select a file from your Google Drive. Choose whether to send a link to the file, or to attach the file itself, then click **Insert**.

Insert a Link: While composing an email, click the **Insert Link** button. Set the text to display as the link, if necessary, then choose whether to insert a link to a web address or email address. Enter the link's address, then click **OK**.

Schedule an Email: After composing an email, click the **Send** button list arrow and select **Schedule send**. Select a suggested date and time; or click **Pick date & time**, select a custom date and time, then click **Schedule Send**.

Organize Your Inbox

Archive an Email: Hover your mouse over an email in the inbox and click the **Archive** button; or select emails by checking their checkboxes, then click the **Archive** button on the toolbar.

Delete an Email: Hover your mouse over an email in the inbox and click the **Delete** button; or, select emails by checking their checkboxes, then click the **Delete** button on the toolbar.

View the Trash: Click **More** at the bottom of the Navigation panel to expand its options, then click **Trash**.

Restore a Deleted Email: While viewing the trash, select an email, click the **Move To** button on the toolbar, and select **Inbox**.

Empty the Trash: While viewing the trash, click the **Empty Trash now** link at the top of the thread list.

Mute an Email Conversation: Open an email or select it by checking its checkbox, then click the **More Actions** button on the toolbar and select **Mute**.

View a Muted Conversation: Click the **All Mail** category in the left pane, then look for conversations marked with a **Muted** label; or, enter the search term "is:muted" in the **Search** field.

Snooze an Email: Hover your mouse over an email in the inbox and click the **Snooze** button, or select emails by checking their checkboxes, then click the **Snooze** button on the toolbar. From the menu, select how long you want to snooze the email for.

Customize Email Settings

View and Modify Settings: From the inbox, click the **Settings** button, then select **Settings**.

Enable Desktop Notifications: From the **General** tab of the Settings screen, scroll down to the **Desktop Notifications** category. Click the **Click here to enable desktop notifications for Gmail** link. Click **Allow** in the browser popup. Select a notification setting, then click the **Save Changes** button.

Add a Signature: From the **General** tab of the Settings screen, scroll down to the **Signature** category. Click the **Signature** option button to enable a signature, then enter a signature in the text field. Click the **Save Changes** button.

Add a Vacation Response: From the **General** tab of the Settings screen, scroll down to the **Vacation Responder** category. Click the **Vacation Responder on** option, then enter a start date. If you have an end date, check the **Last day** check box and enter an end date. Enter a subject line and message body for the response email, then click the **Save Changes** button.

